

Summer Food Service Program (SFSP)

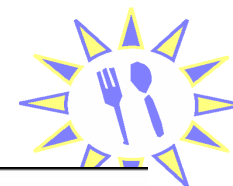


Food That's In
When School Is Out

Julie McCord Child & Adult Nutrition Services

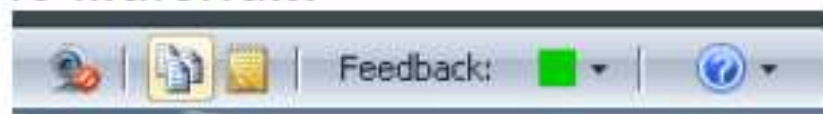


Prior Successful Sponsors – March 14, 2012



Webinar Housekeeping Items

Access to materials:



How to make a comment or ask a question:

- Type your question or comment using the **Q&A Tab**

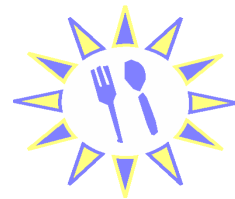


- Press ***1** to ask your question or comment on the phone

Recording:

- This session will be recorded and available online:

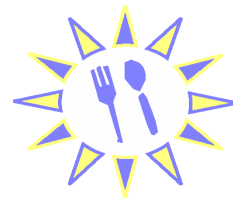
<http://doe.sd.gov/cans/sfsp.asp>



Call is recorded

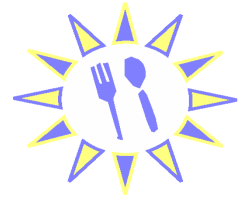
- NOTICE: As a participant, you are being monitored or recorded and your staying on this call is your consent. If you do not want to be recorded, you can still remain on the call and contact CANS later with questions.

South Dakota SFSP



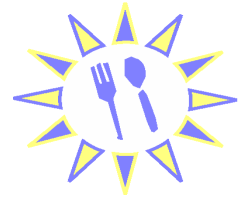
- Sponsors: 35
- Feeding sites: 69
- Summer of 2011: 305,114 meals served
 - ▶ 69% were lunch
 - ▶ 24% were breakfast
 - ▶ 4% were snacks
 - ▶ 3% were supper/
evening meal





Background

- Provides free, nutritious meals to low-income children
- Children must be 18 years and under
- Operates when school is not in session.
- Federally funded program that is administered through State agencies - SD DOE-CANS



Program Benefits

- Gives children the food they need to learn, play and grow
- Helps families stretch budgets
- Keeps children mentally engaged
 - ▶ Midwest Dairy
 - ▶ Team Nutrition





Main Players

States

- Sign agreements with sponsors
- Provide training and technical assistance to sites
- Monitor and distribute reimbursements

Sponsors

- Handle administration and training for sites
- Report to State

Sites

- Feed and supervise kids
- Provide activities



State Agencies

States

- Sign agreements with sponsors
- Provide training and technical assistance to sponsors
- Monitor and distribute reimbursements

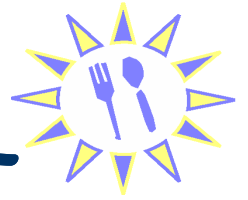
Sponsors

Sites





SFSP Operations - State Agency also



- Prioritize Sponsor Selection
Page 29 ADM
- Program Reviews - Done by
Department of Public Safety on
behalf of CANS
- Health Inspections - varies
(DPS, I H S, or Sioux Falls)
- Approves off-site meal requests
- Approve extreme weather plan₉





Sponsors

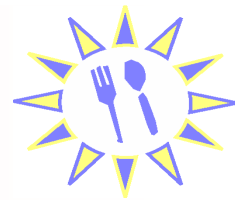
States

Sponsors

- Handle administration and training for sites
- Report to State

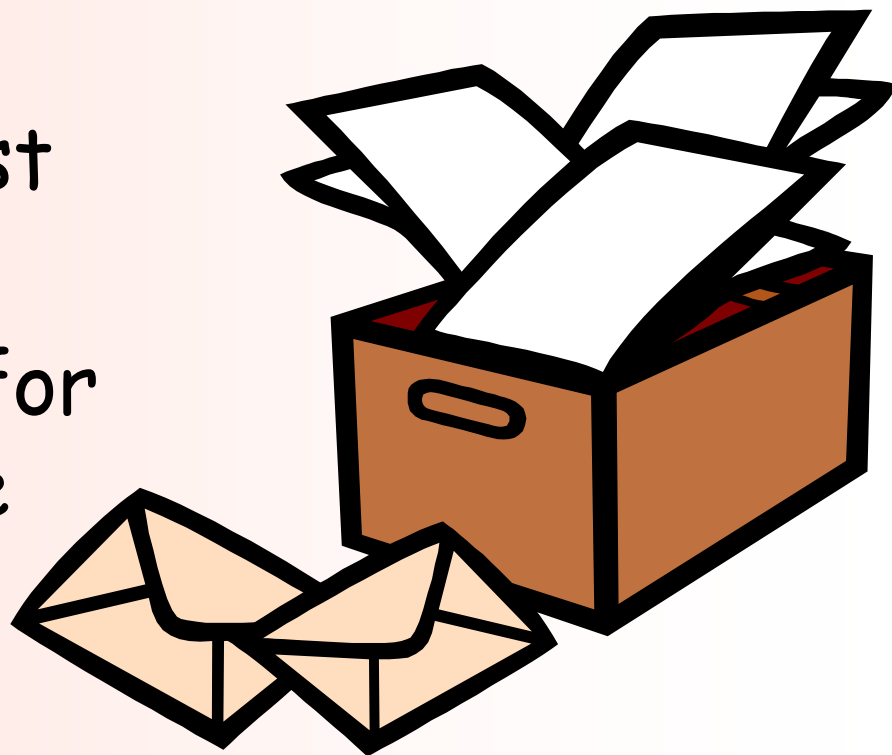
Sites





Record Keeping

- Use the checklist of records
- Retain records for 3 years past the current year.



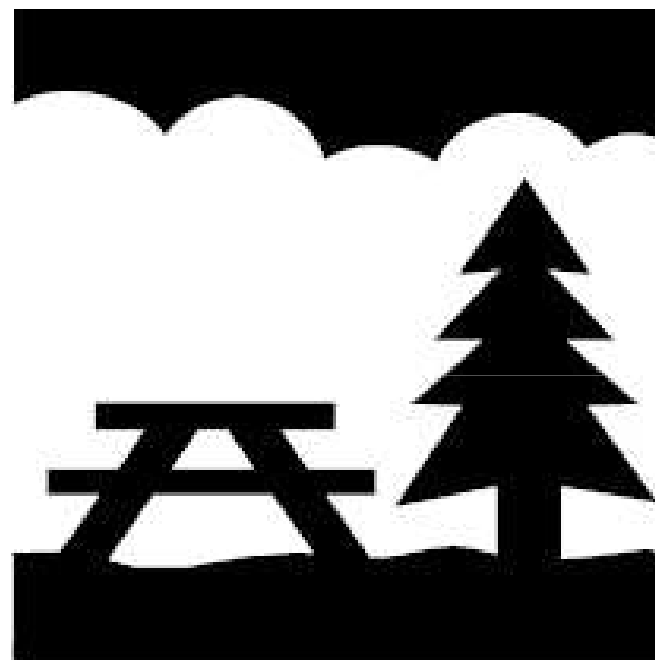


Sites

States

Sponsors

Sites



- Feed and supervise kids
- Provide activities



Sites

Site Responsibilities:

- Attend training
- Order and receive meals
- Count and serve meals to eligible children
- Supervise children while they eat
- Prevent discrimination
- Keep accurate paperwork

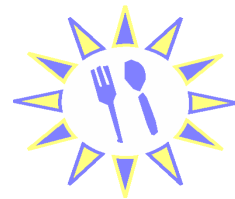


Groups to Partner With



- Mayor's/Government office
- County extension/4H Clubs
- Boys and Girls Clubs/Y's
- Salvation Army
- Police and Fire Departments
- Rotary Clubs, and the like
- Libraries
- Sports groups/Swimming Pools/locally famous people





Participant Eligibility

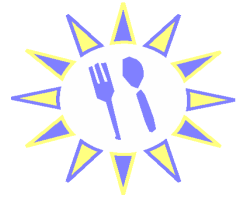
- The child must be 18 or under to receive meals through the SFSP.
 - ▶ A person that is 19 years of age and over and determined by a State or Local educational agency to have a mental or physical disability may also receive meals under the program
 - ▶ The person must also participate during the school year in a public or private nonprofit school program established for the mentally or physically disabled, is also eligible to receive SFSP meals.



Questions to ask yourself

- Are we viable, capable, accountable?
- Does administration support it?
- What areas are eligible?
- Is there a site we can use?
- Can we prepare meals or have them delivered?
- Do we have staff?
- Can children get to the site to eat?
- Can we partner with anyone else?
- Start planning checklist - Attachment 11

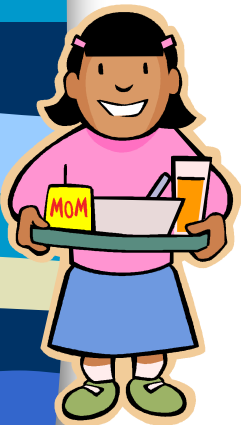
Maximize Participation

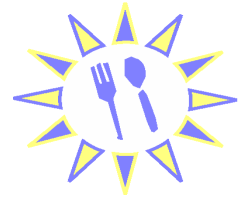


Sponsors should determine the meals offered to match community needs



- ▶ Encourage sites to operate from first day school is out until school resumes in fall.
 - ▶ Flexibility at a site can lead to more participation. A location may offer breakfast when summer school is in session but, later discontinue breakfast and add afternoon snack through amendment to agreement.
- Attachment H



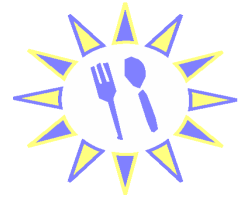


Participation

- One community offers lunch sponsored by agency "A" and agency "B" who is associated with afterschool activities offers the evening meal.
- Another community found a community partner to fund the bus to pick up the children.



Sponsoring Organizations



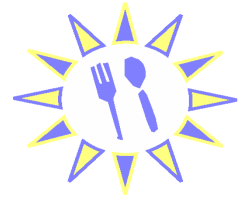
- Schools
- Private non-profit organizations
- Local governments
- Colleges or universities offering National Youth Sports Program
- Migrant centers
- Indian Tribal Organizations
- Community and faith-based organizations



Sponsoring Organizations

- Demonstrate financial and administrative responsibility
- Conduct a nonprofit food service
 - ▶ Train and monitor sites
 - ▶ Arrange for meals
 - ▶ Oversee site operations
 - ▶ Complete paperwork
 - Conduct pre-operational visits, application, claims, etc.

Sponsors train:

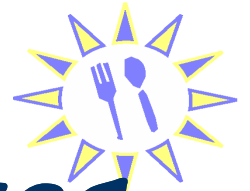


Sites

Training:

- Serving meals properly
- Taking accurate meal counts
- Keeping food and children safe
- Keeping accurate paperwork

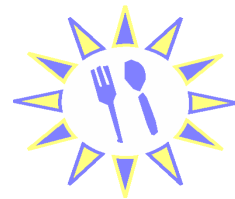




Increase number of sites

- We have sponsors that are contacted each year to add additional sites. The state agency passes requests to each community. Encourage prior successful sponsors to expand services if possible.
 - ✓ Sites located within walking distance of housing leads to better participation.
- Outdoor locations must have alternate weather plans.



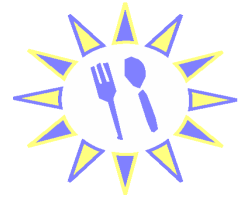


Feeding Sites

- Park
- Pools
- Community or Rec Centers
- Churches
- Playgrounds
- Housing projects
- Camps
- Schools
- Migrant centers
- Libraries



Outdoor site and Public Promotion



KELOLAND Video Player



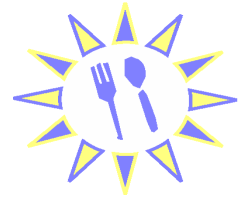
REPLAY | SHARE | EMBED

PREVIOUS | NEXT

Added June 24, 2011 6:22 AM

Summer Food Program Heads Outside

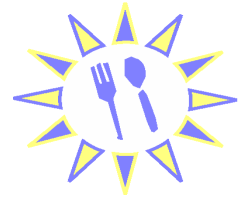
When schools close up for the summer, it can leave kids without a healthy lunch option. But they are available. And this year the summer food program is going even further to reach its audience.



Site Types



- **Open site** – All children eat free without the need of additional paperwork because the site is *area-eligible*
- **Restricted Open** -Normally open site, restricting attendance for space, security, safety, or control. Publish first come, first serve basis but limited due to reason above.
- **NOTE** Page 14 Admin Guidance



Site Types

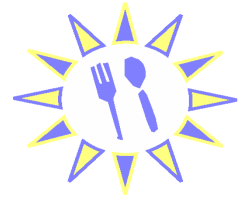
- **Closed Enrolled site** - All children *enrolled* in an eligible program eat free if 50% of the children are eligible as demonstrated by household **applications** for meal benefits or the site may be area eligible.
- **Camp site** - Only meals served to children with an approved household application on file can be counted free.

Summer School Sites

- Summer school sites may participate in the SFSP only as open sites
- Summer schools that serve only enrolled students may continue their participation in the NSLP and/or SBP



Site Eligibility

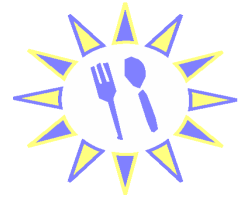


● Area Eligibility

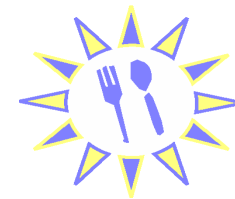
- 50% or more of the children in a school service area qualify for free or reduced-price school meals, based on *school or census data*



Site Eligibility

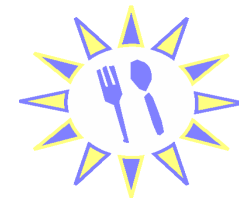


- **Household Applications**
 - Each child's family is provided with an application and asked to submit.
 - Can use information from the school.
 - 50% of enrollment must be eligible for Free or Reduced-Price meals
- **Automatic Eligibility**
 - ▶ Foster Children
 - ▶ Homeless Children
- **Disclosure Requirements Page 23**



Two Exceptions

- **Camps** - Residential and non-residential camps collect household applications for F&RP meals. Only meals served to children eligible for free or reduced-priced are reimbursed.
- **Migrant Sites** - Obtain certification from a migrant organization that meals are served primarily to children of migrant workers.



How do I decide?

- What sites do you have control over?
- What sites are eligible?
- What sites have equipment?
- Where can I serve children?
- How do I get the word out?
 - ▶ Outreach Toolkit
<http://www.fns.usda.gov/cnd/summer/library/toolkit.pdf>





Promising Practices

Check out the 2011 "Food, Fun and Sun!"

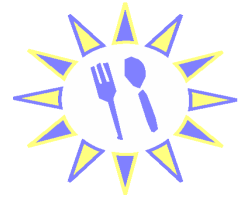
Contest Finalists and Winners!

Great examples of promising practices!

www.fns.usda.gov/cnd/summer/contest/



Summer Food Week



- June 11 - 15, 2012 Plan special event
- Raise awareness and make it fun
 - ▶ Speaker or presenter
 - ▶ Fun day(s) with carnival-like or physical activity games planned
 - ▶ Partner with community organizations for ways to promote the summer meal program.



ADMINISTERING THE PROGRAM

What does a sponsor need to be responsible for?

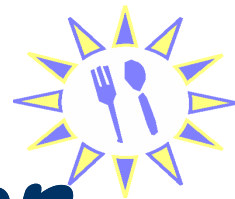
Sponsor Responsibilities



- Training
- Monitoring
- Civil Rights
- Program Payments
- Record Keeping
- Review Procedures



Agreement/Application



- Permanent agreement must be renewed by state agency before claiming meals.
- Renewal Applications available at South Dakota CANS summer website:
<http://doe.sd.gov/cans/sfsp.asp>

The screenshot shows the South Dakota Department of Education website. The header includes the department's name and logo, along with logos for the 2012 Legislative Session, Teacher Standards, and South Dakota Common Core. A navigation bar lists various categories: Accreditation and Certification, Assessment and Technology, Curriculum and CTE, Finance, Grants and Data Management, Health, Nutrition After School, and Title Programs SPED, Head Start. On the left, there is a 'Calendar of Events' and a 'QUICK LINKS' section with links to A-Z Index, About the Department, Accountability/ AYP, Board of Education, Content Standards, Indian Education, Report Card, School Directory, and Stimulus. The main content area features a red banner for the '2012 Summer Food Service Program Application for Renewing Agencies'. Below this banner is a list of links: Renewal cover letter and checklist, Part 1 if one has not been completed for 2011-12, Part 1 - Instructions, Renewal App and Part 2 Renewal - Sponsor Information, Part 3 Renewal - Site Information, Part 3 if NEW Site, Part 4 if changing Free Meal Policy Statement, and Part 8 Attachments. On the right, there is a circular logo for the Summer Food Service Program with the USDA logo below it, and a 'DOCUMENTS' section with a link to the 2012 Seamless Summer Option Seamless Monitoring Form.

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

2012 LEGISLATIVE SESSION

TEACHER STANDARDS

SOUTH DAKOTA COMMON CORE

Accreditation and Certification

Assessment and Technology

Curriculum and CTE

Finance, Grants and Data Management

Health, Nutrition After School

Title Programs SPED, Head Start

Calendar of Events

QUICK LINKS

- A-Z Index
- About the Department
- Accountability/ AYP
- Board of Education
- Content Standards
- Indian Education
- Report Card
- School Directory
- Stimulus

2012 Summer Food Service Program Application for Renewing Agencies

- Renewal cover letter and checklist
- Part 1 if one has not been completed for 2011-12
- Part 1 - Instructions
- Renewal App and Part 2 Renewal - Sponsor Information
- Part 3 Renewal - Site Information
- Part 3 if NEW Site
- Part 4 if changing Free Meal Policy Statement
- Part 8 Attachments

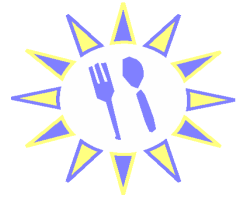
Summer Food Service Program

USDA

DOCUMENTS

2012 Seamless Summer Option
Seamless Monitoring Form

Renewal Agreements Cont.



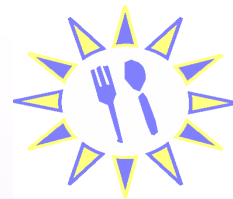
Follow Cover letter instructions and checklist.

- Submit new application for new sites with renewal information by April 6
- Can be accessed electronically to fill out or complete on paper/mail in signature pages.
- Serious Deficiencies are grounds for disapproval of applications and for termination - impacts all Child Nutrition Programs.

Training: Administrative Personnel



- Teach others what needs to be done
 - ▶ Regular duties
 - ▶ back-up
- Document personnel attended.

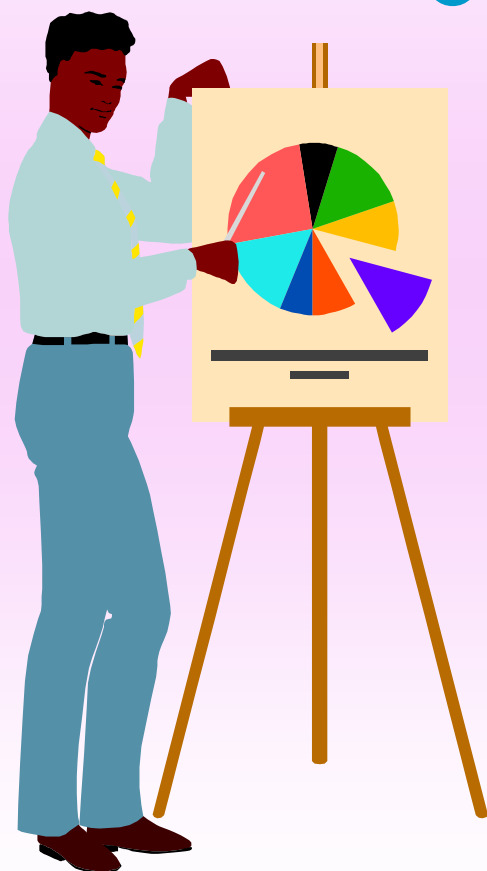


Training Topics: Administrative Personnel



- Purpose
- Site Eligibility
- Application
- Media Release
- Record keeping / Claims
- Meal Requirements
- Procurement
- Production Records
- Organized site activity / Monitoring
- Nondiscrimination Compliance / Monitoring

Training of Site Personnel



- Sponsor must document that personnel have attended.
 - ▶ No site may operate until personnel have attended training.
 - ▶ Each site must have at least one individual present at meal time that has attended training.
 - ▶ CANS offering Operational Training May 3 in Pierre



Training of Site Personnel

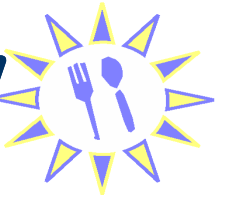
- General purpose of the program
- Need for keeping accurate records.
 - ▶ Daily meal count worksheet for all meals served
 - ▶ No adults are reimbursable
 - ▶ Fill production record with number served
 - ▶ Send to administration to complete an accurate claim

Training Should include cont....



- Meal schedules and information
 - ▶ Serving times
 - ▶ Delivery schedules
 - ▶ Approved number for site meal service
 - ▶ Meal pattern requirements
 - ▶ Offer versus Serve - optional
 - ▶ How to recognize a reimbursable meal
- If using FSMC or vended meal service, verify under contract for summer meal service dates.

Training of site personnel



- Completion of Daily records
 - ▶ Menu adjustments
 - ▶ Meal counts on production records
- Record retention-3 years on-site
 - ▶ Keep all records on site or with sponsor
 - ▶ CN labels for Production Records
 - ▶ SFSP/NSLP commodities records
 - Fax back form for Order blanks
- Food Safety - keep Temp Logs
 - ▶ Storage Log - Nutrition Guidance p 136
 - ▶ Internal food temp Log - p 135



Training of site personnel *documentation*



- Renewal Part 3 - Training of your site staff (Date on application)
- Have workers sign roster (Attachment G)
- Make a copy for your files
- Send G to CANS after training
- No claims paid until certification of training is submitted to CANS

Attachment O



- Please complete Attachment O if using SFSP meal pattern and apply to do Offer versus Serve

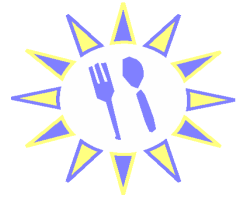
Offer Versus Serve

Memorandum SFSP 11-2011 (April 5, 2011):

- Expands the use of offer versus serve (OVS) to all sponsors
- Schools may use OVS method used for school meals
- For other sponsors, a child may decline 1 item at breakfast and up to 2 at lunch or supper
- OVS is not available for snacks



Monitor



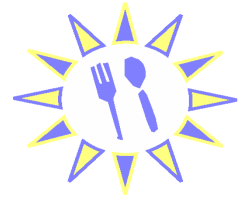
- The key link between the sponsor and each site.
- The monitor is essential to ensure the smooth operation of the program.
- The monitor will work with the site staff to ensure the proper training.
- The monitor will also help to correct any problems that occur with the program operations.

Sponsor required Monitoring



- Observe site operation - minimum of 2 required
- Visit early in program-planned date on Part 3 Renewal application
- Look at meal count methods
- Look at meal counts - reconcile discrepancies in meal counts and records with the site supervisor.
- Suggest corrective action to the site supervisor for any problems encountered.

Renewal Part 3 - Waiver



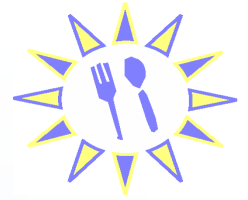
Site Monitoring Requirements

Memorandum SFSP 12-2011 (April 5, 2011):

- Waives the requirement that sponsors must visit a summer site within the first week, if that site operated successfully the previous year
- Still requires sponsors to review every site within the first four weeks of operation



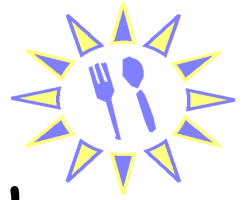
Monitoring



- Use Monitor Guidance or Admin Sponsor page 70
- Pre-operational Visit
 - ▶ Conduct before a site operates the summer program.
- Site Visits - **SFSP 12-2011 Waives**
 - ▶ Sponsor visit sites during the first week of operation.
- Site Reviews
 - ▶ Sponsors must review sites during the first 4 weeks of program operation.



Pre-operational Visit



- All sites must be visited BEFORE they begin operation for summer program.
- Ensure sites have facilities to provide meal services for number of children expected to attend the site.
- Sanitation and food safety plans must be in place.
- Meal counts will be at point of service.
- Documentation of this visit
 - ▶ Copy kept at site
 - ▶ Original sent to Sponsor

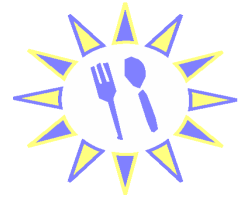


First Week Visit - *Waived for Successful* *Prior Sponsors*

- Visit all sites within the first week of operation
 - ▶ Ensure food service is operating smoothly
 - ▶ Make needed adjustments
 - ▶ Training needs, answer questions
 - ▶ Document



Monitor Site Review



Review all sites within the first four weeks of operation.

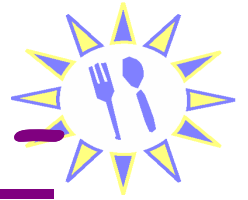
- ▶ Thoroughly examine the meal service from start to finish
- ▶ Correct problems and provide additional training as necessary
- ▶ Monitor Guidance pages 3-8; pages 22-26 Documentation required!

Civil Rights

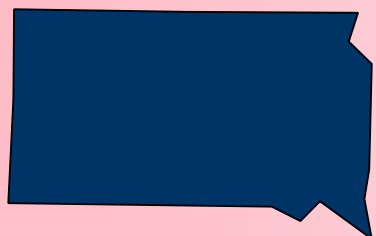


- Requirements listed Page 73 Administrative Guidance.
- Each participant must receive same treatment free from discrimination.
- Must serve each child the same meal regardless of reimbursement status.

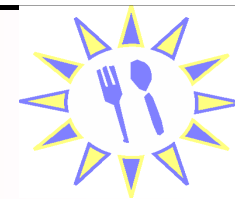
Required Civil Rights - Justice for All Poster



- Poster required at each feeding site.
- Download from:
<http://www.fns.usda.gov/cr/justice-translations/475C.pdf>



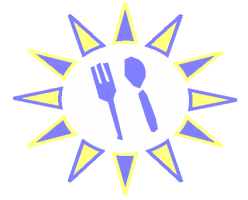
Beneficiary Data



- Sponsor must determine the number of potential eligible beneficiaries by race/ethnic category-Attachment 21
- Sponsor may use visual identification
- Sponsor must count the number of children at least once during program operation - each session
- This could be done during by Sponsor at Monitor Site Review - documentation kept on site and a copy to sponsor.

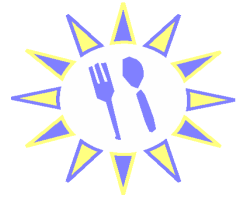


Non-discrimination Statement

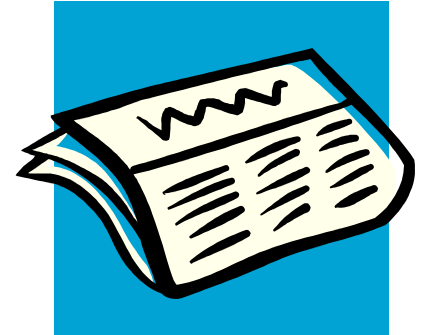


- *In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.*
- *To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

Non-Discrimination Statement

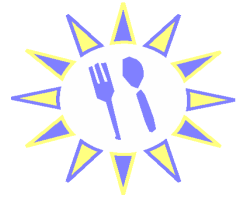


- The following must include the Non-Discrimination Statement
 - ▶ Press Release
 - ▶ Poster giving hours meals are served
 - ▶ Brochures advertising program
 - ▶ Websites



Reimbursement and Costs

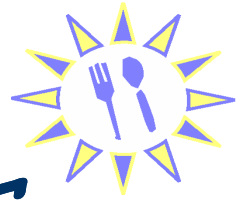
Program Payments



- Program reimbursement
 - ▶ Meals x rates
- Reimbursable meals
- Payments must cover costs or have alternative funding source



Reimbursement Rates



- Breakfast - \$1.9350
- Lunch/Supper - \$3.3800
- Snack/Supplement - \$0.7975



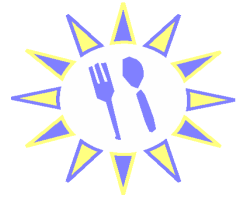


Record Keeping



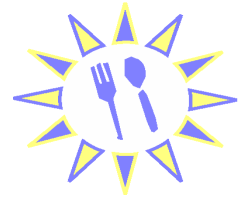
- Meal Counts
- Costs
 - ▶ Operating
 - ▶ Administration
- Claims
- Audits
- Use the checklist of records
Attachment 22
- Retain records for 3 years after fiscal year - or longer if unresolved audit

Estimate Reimbursement



- Renewal Part II Page 3 of Application
- Estimate based on anticipated realistic ADP
- By meal type
 - ▶ Breakfast
 - ▶ Lunch/Supper
 - ▶ Snack/Supplement





Budget

Estimate Reimbursement

Step 1

Meals Served- Breakfast, Lunch

Determine estimated ADP

Planned ADP Level - 45 for breakfast

Planned ADP Level - 90 for lunch

Days Operating - 20

► ADP x DAYS

• Breakfast $45 \times 20 = 900$

• Lunch $90 \times 20 = 1800$



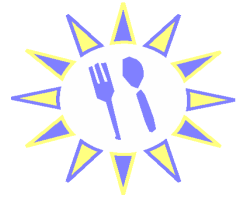
Budget Estimate Reimbursement Step 2


● MULTIPLY MEALS X RATE

- BREAKFAST	900 X \$1.9350 =	\$1741.50
- LUNCH	1800 X \$3.3800 =	\$6084.00
- TOTAL		\$7825.50



Operating Budget - Renewal Part II Page 4



- 
- Food
 - Site labor - Renewal part III, #24, page 10
 - Non-food supplies
 - Utilities
 - Kitchen or truck rental (contract required)
 - Equip rental (contract required)
 - Other

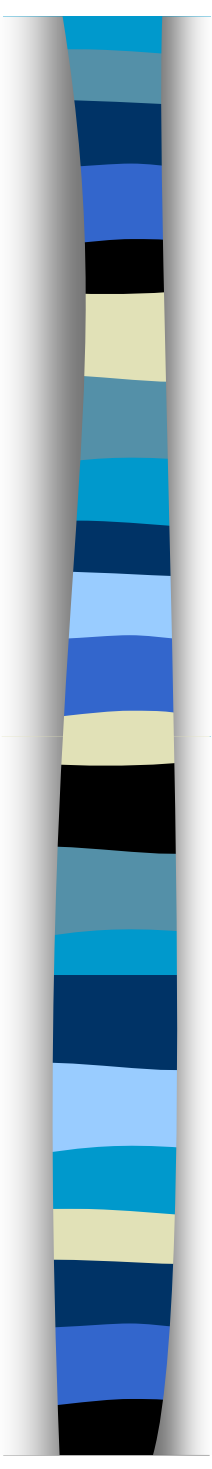

Site Labor - Part III, #24

Page 10 of Renewal Application



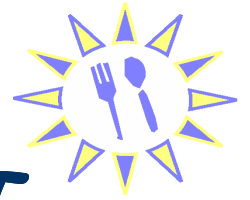
- Title
- Number of personnel
- Number of hours per day
- Wages per hour
- Number of days employed
- Total wages - hrs. x rate x # of days
(includes benefits)
- Specific duties - see list





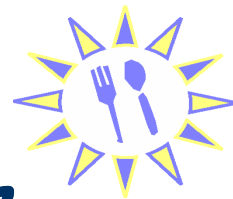
Administrative Budget Renewal Application Part II-

Page 5



- Admin salaries
- Workshops
- Utilities
- Office supplies
- Audit fees
- Transportation
- Telephone
- Postage
- Legal fees
- Office building maintenance
- Other

Administrative Labor

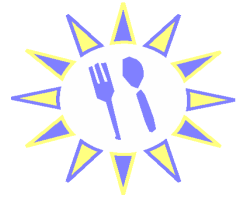


- Title
- Number of personnel
- Number of hours per week
- Wages per hour
- Number of weeks employed
- Total wages - hrs. x rate x # of weeks (includes benefits)
- Specific duties - see list





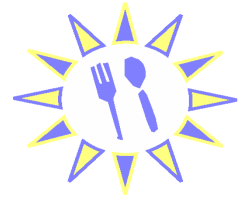
Startup Payments /Advances



- Start up payments
- Advance request
- Request on agreement
- Application/agreement must be approved by CANS before start-ups or advances will be paid



Startup Payment



- Up to 20% of approved admin budget
- Available up to 2 mos. prior to scheduled beginning
- Deducted from first admin cost advance or claim
- Written justification required - attach to application.



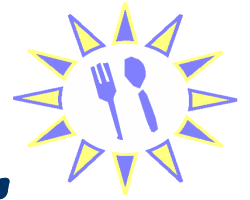
Operating/Admin Expenses Advance

- Requested 30 days prior to date of payment of June 1 and July 15
- Must operate at least 10 days during month
- Advances deducted from next claim
- Amounts determined by state
- Formula in regulation



Records - Operating Costs

- Records to support the cost of food used should include:
 - ▶ Itemized receiving reports from supplier
 - ▶ Food inventories
 - ▶ Records of returns, discounts or other credits
 - ▶ Canceled checks or receipt of payment.

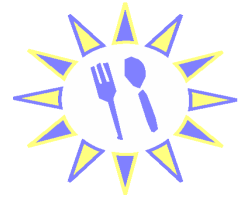


Administrative Costs

- Admin labor
 - ▶ Preparing application
 - ▶ Establishing eligibility of non camp sites
 - ▶ For camps, determining number of children eligible
 - ▶ Attending training
 - ▶ Hiring and training personnel



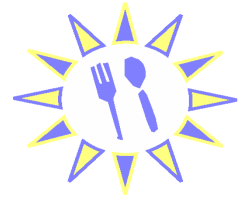
Admin Costs (Cont.)



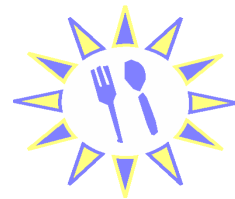
- Admin labor (cont.)
 - ▶ Visiting sites
 - ▶ Contracting w/food service management co/procurement
 - ▶ Preparing claims for reimbursement
 - ▶ Other activities -
 - Planning, organization, management



Admin costs (cont.)

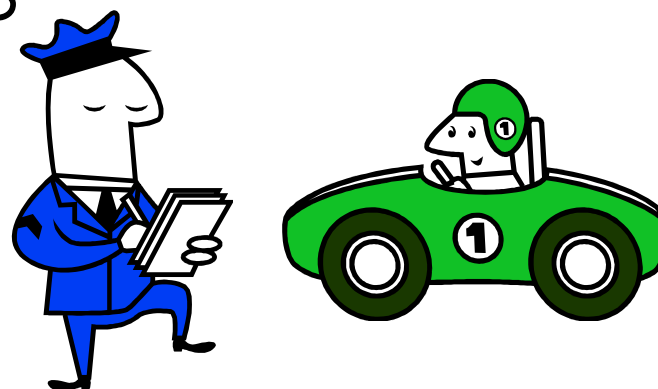


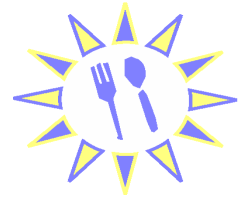
- Other allowable admin costs
 - ▶ Rental costs
 - Office, office equip., Vehicles
 - ▶ Vehicle allowance
 - ▶ Office supplies
 - ▶ Communications
 - ▶ Insurance
 - ▶ Audits
 - ▶ Travel



Unallowable Costs

- Bad debts
- Over claims
- Contributions
- Fines
- Capital expenditures
 - ▶ Land
 - ▶ Buildings
 - ▶ Equipment
- Entertainment
- Food not used for SFSP or not-creditable
- Cost of damaged or spoiled meals
- Fund raising
- Interest
- Under recovery from other grants
- Rents beyond program period
- Cost for excess meals
- Costs in violation of applicable laws





BUDGET

ESTIMATED OPERATING COSTS

● Reimbursement for a Month

▶ LUNCH $90 \times 20 \text{ days} = 1800 \times \$3.38 = \$6084$

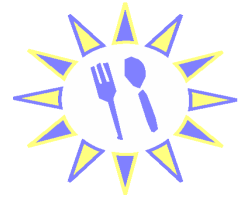
● Site labor

▶ # people X hrs. x rate x days

- Cook $1 \times 6 \text{ hrs.} \times \$10 \times 20 \text{ days} = \$1,200$
- Ass't Cook $1 \times 4 \text{ hrs.} \times \$8 \times 20 \text{ days} = \640
- Servers $2 \times 2 \text{ hrs.} \times \$8 \times 20 \text{ days} = \underline{\$640}$
- Total $\$2,480$

Budget

Estimated Admin Costs



● Admin salaries

▶ # people X hours x salary x weeks

• Director 1 x 10 hrs. x \$15 x 4 wks. = \$600

• Office 1 X 5 hrs. X \$10 X 4 wks. = \$200

• Total \$800

▶ \$6084 Reimbursement

- 3280 Site Labor 2480 + 800 Admin salaries

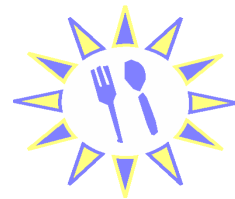
\$ 2804 / 1800 meals = \$1.55 per meal food
cost allowance to go toward food expenses.

Food Service Management Companies



- Administrative Guidance on Food Service Management Companies is covered in Pages 96- 111
- Procurement - Page 98-99
- Q & A on FSCM pages 112-113





SFSP Claim Form

- Use form provided by State Agency on website
- One form per month
- Report number of meals
- Keep cost information on site
- Keep meal count sheets (same as approved in application) for record keeping verification.





Claim For Reimbursement

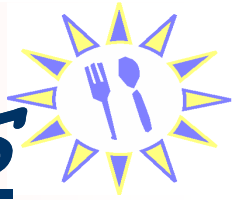
- Combine claims if operating 10 days or less
- Claims due by 10th of the next month
 - ▶ May meals served are due June 10 unless less than 10 days then combine with June
 - ▶ June meals are due on claim submitted July 10
 - ▶ July is due Aug 10
- If you miss the 10th deadline, the final deadline is 60 days from the end of the month of operation.
- Adjustments have a 90-day deadline



Meals can be claimed...

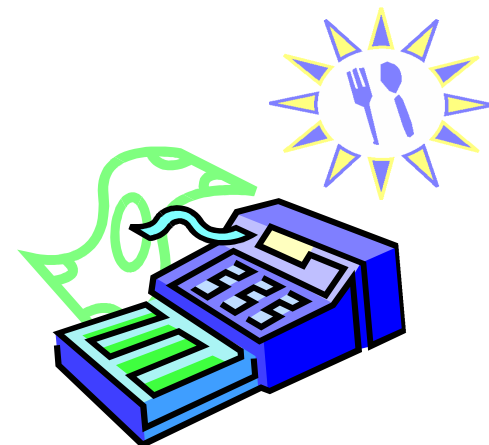
- For all first reimbursable meals served to children
- For second meals up to 2% of the month's total
 - ▶ Plan and prepare for one meal per child daily
 - ▶ Keep track of second meals daily
 - ▶ Count up first meals at month's end
 - ▶ Multiply by 2%
 - ▶ Up to that number of second meals can be claimed. Do not claim meals that were not served!

Maintain Accurate Records For Meal Service



- A complete count of all first and second meals served at each site
- Number of adult meals (non-reimbursable but must be added in production records of meals prepared). Adult meals offered is optional.

Scope of Review



Meal count -

It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meal counts should represent only the number of reimbursable meals actually served to children.

That is, only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point-of-service.



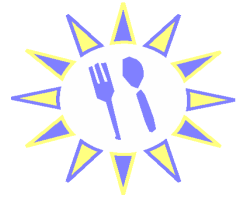
Record Keeping



- Costs
- Training
- Monitor visits/reviews
- Agreement
- Claims
- Use the checklist of records
- Retain records for 3 years

Finance & Management

Contacts



● GRANTS MANAGEMENT

- ▶ Cody Stoesser - budgets, agreements

Cody.Stoesser@state.sd.us

- ▶ Laurie Schumacher - claims

Laurie.Schumacher@state.sd.us

● PHONE/FAX

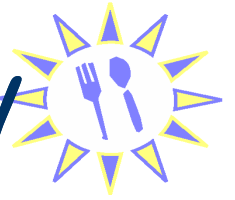
- ▶ Office 773-3413

- ▶ Fax 773-6139

- ▶ Cody S. 773-3456

- ▶ Laurie S. 773-3349

After Renewal is Approved



CHANGES – approved by CANS

- Meal service changes can be amended
 - Submit in writing
 - New public release will be required
 - Must be approved by Julie McCord
- Closures for any reason report to CANS immediately – can be called in or emailed to julie.mccord@state.sd.us or (605)773-3110.



Meal Service Requirements

When can we Serve Meals?

Meal Service Requirements



- Use Nutrition Guidance Handbook
- Serve the same meal to all children.
- Ensure that children eat all meals onsite.
- All children must receive a complete first meals before any child receives a second meal. PLAN Only for First meals.
- Off-site meal requests Attachment I due - two weeks prior event

Meal Service Requirements



2 of 3

- Serve meals at the times submitted on the site information sheet

Meal Time Restrictions

Memorandum SFSP 11-2011 (April 5, 2011):

- Waives the requirement that 3 hours must elapse between meals/snacks
- Waives the 2 hour time limit for lunch and supper and the 1 hour time limit for breakfast and snacks

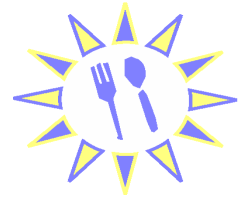


Meal Service Requirements



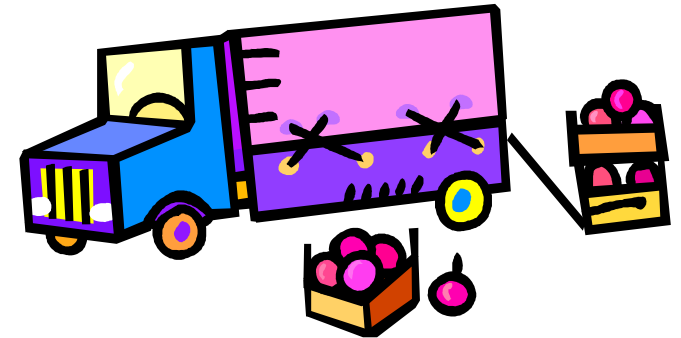
3 of 3

- Offsite meals (field trips) - sponsor must notify the vendor and CANS in advance.
 - ▶ The meals service must be approved for the place the children will be that day.
 - ▶ Notify CANS if a change occurs.
- Maintain the meal service to ensure no off-site consumption of food.

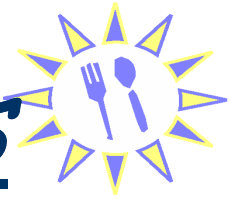


Delivery of Meals

- Meals can be delivered no more than 1 hour prior to the beginning of the meal service
- Proper facilities must exist onsite for storing food at the proper temperatures.
- Admin Sponsor page 45
- Food Safety rules 46-48



Non-reimbursable meals



- No more than one meal served to a child at a time.
- Second meals in excess of 2% of the number of first meals served during the claim period will not be reimbursed.
- Meals served outside of the approved time frames and dates the state-agency approved on renewal agreement will not be reimbursed.

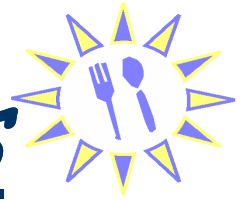


Non-reimbursable Meals Cont.

- Meals served to ineligible children (children not meeting the income eligibility guidelines)
- Meals in excess of the sites approved level of meal service.
- Meals served to anyone other than children.



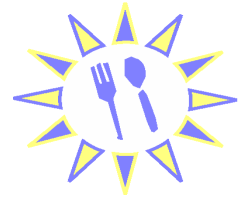
Food Quality Increases Participation



- Provide culturally appropriate meals if possible.
- Provide a variety in meal preparation. If cold lunches are provided, make sure the fillings and accompanying components have variety to ensure continued participation
 - ▶ Sandwich / applesauce / fresh veggies / milk
 - ▶ Prepare meals so sandwich is not soggy from fruit juices or sauces.

Meal Component *Requirements*

What's in a Meal?



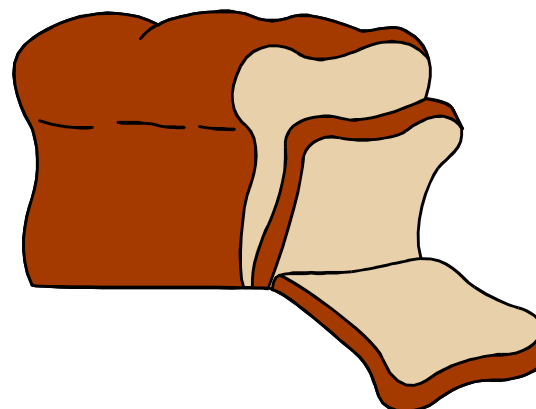
MILK

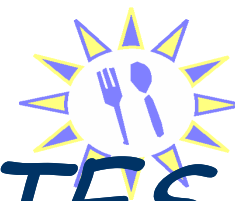


Must be pasteurized fluid milk.
Only fat-free or low-fat milk to
children ages 2 or above.

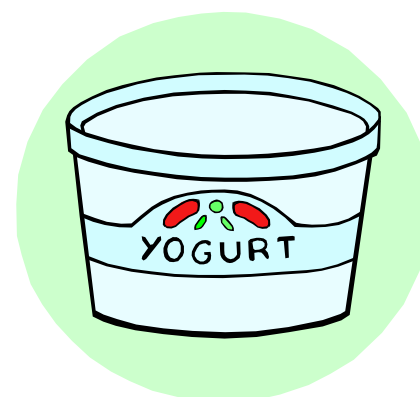
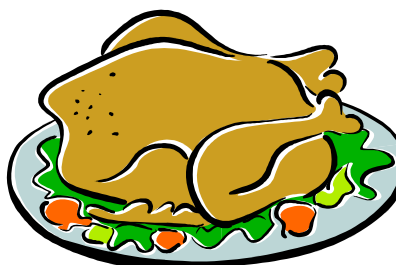
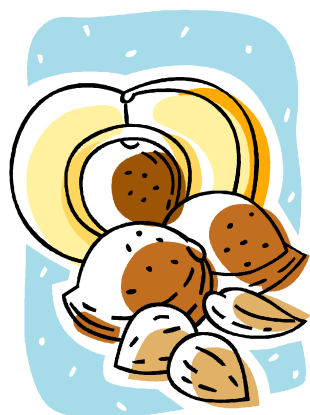
BREADS AND GRAINS

emphasis Whole-grains



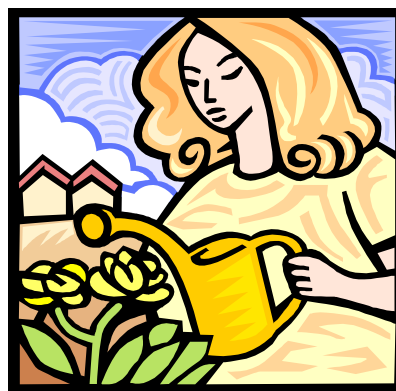
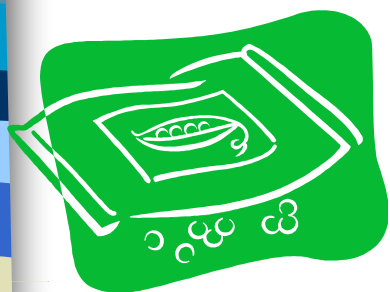


MEATS AND ALTERNATES





FRUITS & VEGETABLES



Basic Food Components

Breakfast



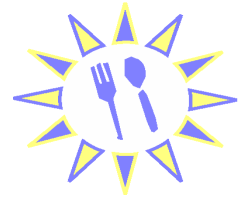
- SFSP Meal Pattern

- ▶ Milk,
- ▶ Vegetable or fruit,
- ▶ Bread and/or bread alternate
- ▶ (Meat or meat alternate is optional)

- SFA on NSLP can continue meal pattern from school year.

- Use approved production record for meal pattern.





Basic Food Components Lunch/Supper

- SFSP Meal Pattern -
 - ▶ Milk
 - ▶ 2 - Vegetable(s) and/or fruit(s),
 - ▶ Bread and bread alternates,
 - ▶ Meat and meat alternates
- Use approved production records
- If using NSLP can do OVS if desire, but if didn't during NSLP can't now.

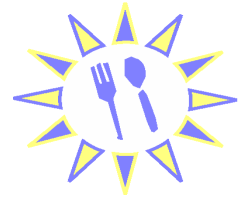


Basic Food Components

● Snack -

Serve 2 food items from any of 4 components:

- ▶ Vegetable /Fruit
- ▶ Milk
- ▶ Bread or grains
- ▶ meat



Reimbursable Meals

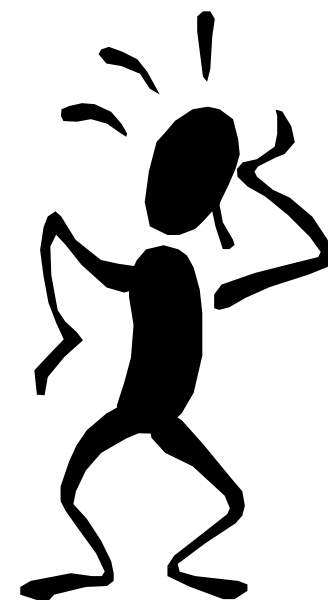
- Serve as a complete unit.
- Use approved meal patterns and type.
- Meals served at approved sites
- Meals consumed on-site or at approved alternate sites (example: field trips) if approved Off-site meal request.

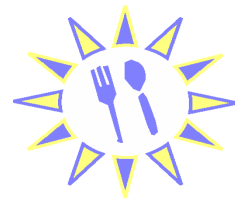




Production Records (1 of 2)

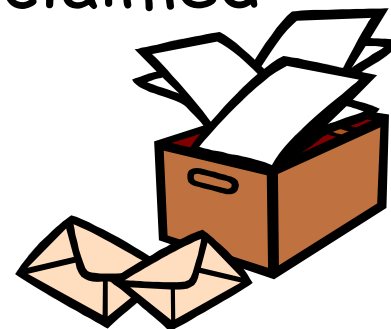
- Incomplete production records are the most frequent finding on reviews.
- Incomplete or inadequate records can result in an agency returning reimbursement.
- Complete production records with actual numbers served from meal counts.
- Complete actual amounts served and leftovers.





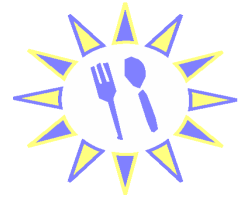
Production Records (2 of 2)

- Production records are used to:
 - ▶ document that meals meet pattern, include CN labels, recipes, etc.
 - ▶ document that adequate food quantities are used
 - ▶ justify food purchases
 - ▶ back up numbers of meals claimed for reimbursement

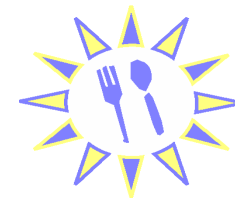




State & Federal Reviews/Inspections



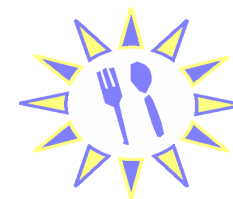
- State Agency - Dept. of Public Safety conduct program reviews.
- Health/Kitchen Inspections - DPS or IHS
- Reviews are conducted every 4 years or sooner due to formula requirements.
- Production Records for one week are required for reviewer.



Visibility is Key



- South Dakota has banners for each site.
- Contact Julie or Shar to order a vinyl banner.



SFSP Resources



www.summerfood.usda.gov

Home | About SFSP | Application | Help | Contact Us | Site Map

Search SFSP

Go

Browse by Subject

- Overview of the Program
- State & District
- Disaster Assistance
- Forms
- Food Safety
- Grants
- Nutrition Education
- Regulations & Policy
- Research
- Programs & Services

Introduction: **2012 Summer Food Service Program Introductory Webinars!**

During the school year, many children receive free and reduced-price breakfast and lunch through the school breakfast and National School Lunch Programs. What happens when school lets out? Hunger is one of the most serious roadblocks to the learning process. Lack of nutrition during the summer months may set up a cycle for poor performance once school begins again. Hunger also may make children more prone to illness and other health issues. The Summer Food Service Program is designed to fill that nutrition gap and make sure children can get the nutritious meals they need. **Want to help end hunger this summer? Here are a few ways you can help:**

Find Meals for Children
To find meals and sites in your community, call the **National Hunger Hotline** at 1-866-3-HEALTHY or 1-877-8-HAMMER. By calling this toll-free number, you will be given information on where you can find summer sites in your area, as well as additional food assistance information.

Become a Sponsor
Being a sponsor requires the highest level of commitment. Sponsoring meals acting as the supervisor for the Summer Food Service Program sites. Public or private, non-profit schools, food, municipal, county, tribal or state government, private non-profits, public or private non-profit groups, and private or non-profit universities or colleges are examples of local organizations that often serve as Summer Food Service Program sponsors. Sponsors must be able to provide a capable staff, managerial skills, and food service capabilities. A sponsor may provide its own meals, purchase meals through an agreement with a area school, or contract for meals with a food vendor. Be sure to register your summer feeding site for the National Hunger Hotline at: <http://www.who-hunger.org/foodnet>

Open a Feeding Site
The Summer Food Service Program reaches only a fraction of the children in need. The primary reason for the limited access to the program is that there are not enough feeding sites. Your community building or place of faith could become a feeding site. Sites are the physical locations where food is served. Each site location must work with a Summer Food

See Also:

- How to Become a Sponsor of Site
- State Application Checklist
- State Guidelines for Sponsors
- How to Become a Summer Food Program
- How to Be a Community Outreach for SFSP
- State & Local Updates
- Frequently Asked Questions
- Press Releases
- Site & Vendor Contract

The Healthy, Hunger-Free Kids Act

State Agency
Contacts

Outreach
Materials

Summer
Contest



Outreach Toolkit

Summer Food Service Program (SFSP)

Outreach Toolkit for Sponsors and Feeding Sites

The SFSP Outreach Toolkit will help sponsors and sites create outreach materials such as fliers, letters to parents, and press releases that will help the community learn about the program. Many of the materials included on this site are designed to be customized. You can download PowerPoint files, information sheets, letters, and marketing materials and modify them to suit your specific needs.

If you are interested in becoming an SFSP sponsor or feeding site, please click here: <http://www.fns.usda.gov/cnd/summer>



Food that's in
when school is out.

Chapter 1: What is Outreach?

- Definition of outreach
- Making a plan
- Thinking ahead: What about next year?

Chapter 2: Outreach to Families and Children

- Planning outreach to families and children
- Creating outreach materials and templates
- Outreach to Families and Children Checklist
- More information on recruiting children for SFSP
<http://www.fns.usda.gov/cnd/summer/library/recruit.pdf>

Chapter 3: Outreach to Media

- Planning outreach to media
- Crafting a message, pitching to media, and templates

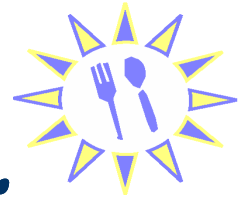
Branding and Promotion



● School Districts advertise Child Nutrition Programs in each community.

● Sponsor can advertise these ways:

- ▶ Local TV stations
- ▶ PSA on radio stations
- ▶ Public transportation - on sides of vehicles
- ▶ Text messages
- ▶ Grocery stores/post office public bulletin boards
- ▶ Social Service agencies (WIC, SNAP, TANF)
- ▶ Food pantries and soup kitchens

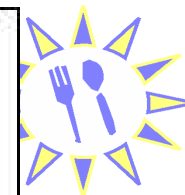


Promote by including:

- Ministerial associations and local church summer programs
- Community recreation organizations
- Multi-language flyers and door hangers
- Banners identifying feeding sites
- Local Youth organizations: Boys & Girls Clubs, Y's, 4H, etc.
- Community leaders (Tribal, County, City, Civic, etc.)
- Websites for community, city, states, etc.
- Various Nutrition organizations
 - ▶ Elderly nutrition, CSFP, TEFAP, or FDPIR



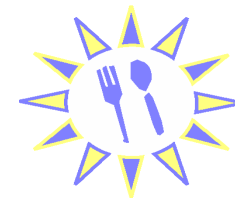
Nutrition Resources



www.teamnutrition.usda.gov

The screenshot shows the USDA Healthy Meals Resource System (HMRS) website. The header includes the USDA logo, the text "United States Department of Agriculture", and "Healthy Meals Resource System". Below the header is a navigation bar with links: Home, About HMRS, News, Topics A-Z, Discussion Groups, Chefs Move to Schools, Help, and Contact Us. The main content area is divided into several sections:

- Search HMRS:** A search bar with a "Go" button and links for "Search all USDA", "Advanced Search", and "Search Tips".
- Browse by Audience:** A dropdown menu labeled "Information for..." with a search icon.
- Browse by Subject:** A list of subjects including "Recipes and Menu Planning", "Nutrition Education", "Food Service", "Food Safety", "HealthierUS School Challenge Resources", "Nutrient Standard Menu Planning", "Reports and Studies", and "State Sharing Center".
- You are here:** A breadcrumb trail showing the current location.
- Printable Page:** A link to print the current page.
- Follow @TeamNutrition:** A link to follow the organization on Twitter.
- View the Chefs Move to Schools Map:** A link to view a map of the United States showing the locations of Chefs Move to Schools.
- In the News:** A section with links to recent news items, including "2011 Team Nutrition Training Grant Application", "Dietary Guidelines for Americans, 2010 Release", and "USDA Unveils Critical Upgrades to Nutritional Standards for School Meals".
- Spotlights:** A section featuring three featured resources: "What's in season? Choosing in-season fruits and veggies is a great way to stretch food dollars.", "HealthierUS School Challenge: Take the Challenge!", and "February Theme: Dental Health, Bake For...".
- RECIPES HEALTHY KIDS:** A link to a recipe resource for healthy kids.
- Fuel Up to Play 60:** A link to a resource for empowering youth to take action.



Midwest Dairy Council



- Fuel Up to Play 60 summer materials should be forthcoming from Dawn Conrad, (605) 594-3155

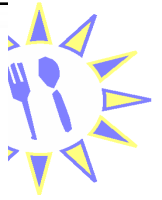
Participation Incentives



- Speakers and presentations
- Partner with other agencies to provide activities that children will attend either immediately before or following the meal service.
- Kick-off event June 11 - 15
 - ▶ Getting local support to sponsor prizes
 - ▶ Distribute calendar of events for site to help maintain attendance.
 - ▶ Back to School bags are distributed toward end of summer program.
- Birthday celebration on low participation day (week EBT is given or Fridays)



Help Us Feed More Kids



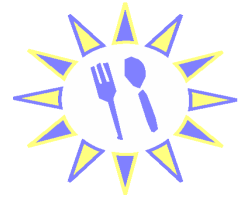
Approximately 22.3 million children access free and reduced price meals during the school year and **only 3 million children receive meals during the summer.**

We need:

- More sponsors and sites
- Better participation at existing sites everywhere
- Better outreach for older kids



South Dakota SFSP Lists Sites



Summer Food Service Program - South Dakota D...

doe.sd.gov > CANS > Summer Food Service Program

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

INDIAN EDUCATION **TEACHER STANDARDS** **COMMON CORE**

Accreditation and Certification Assessment and Technology Curriculum and CTE Finance, Grants Data Management Health, Nutrition After School Title Programs SPED, Head Start

((tune in))
edCAST

QUICK LINKS
About the Department
Accountability/ AYP
Board of Education
Content Standards
A-Z Index
Report Card
School Directory
Stimulus

PRESS ROOM
News Releases
Publications

CONTACT INFORMATION
Contact Us

RESOURCES
K-12 Data Center
SD Codified Laws
State Library
Teacher 411
Virtual School

BACK TO HOME

Google Custom Search
Search

Summer Food Service Program
NUMBERED MEMOS | CONTACT

Summer Food Service Program is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). In South Dakota the Department of Education administers the program for local sponsors throughout the state.

The Summer Food Service Program provides meals to children in low-income areas when school is not in session. Throughout South Dakota, sponsors such as schools, private non-profit organization, and government entities participate in providing meals during school vacations.

To participate in the program, a sponsor must first determine if it serves a low-income area. The sponsor may have an area with 50 percent of the area's population qualified for free or reduced priced meals, which allows all children under the age of 18 eligible for free meals. If a select group of low-income children participate in a program that is not in a low-income area, each child will qualify and if over 50 percent of those in the program qualify for free or reduced priced meals each month, all the children 18 years of age in attendance at the site may receive free meals. Camps are an exception; both residential and non-residential camps must collect and maintain income eligibility forms. Camps are reimbursed only for those enrolled children who meet the free and/or reduced price eligibility standards.

Summer Food Service Program
USDA

DOCUMENTS

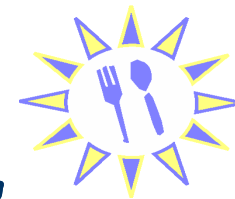
Summer Feeding Sites in South Dakota

FD 107 Storage and Inventory
Seamless Monitoring Form
Seamless Summer Option
SFSP Production Record
SFSP Handbooks
SFSP Off-Site Meals Form
SFSP Reimbursement Claim

Training
Seamless Summer Training
SFSP Prior Sponsor Training

LINKS
Federal Register - Jan., 2011
Part 225 Summer Food Service
SFSP vs SSO
USDA Memorandums

Back To Top

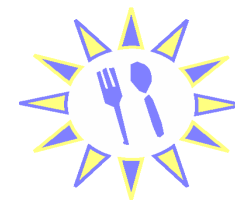


Help families find us

- Register your OPEN feeding site with 211 Helpline Center in South Dakota see me for contact information.
- Register your OPEN feeding site with the National Hunger Hotline at 1-866-3-Hungry or at www.summerfood.usda.gov

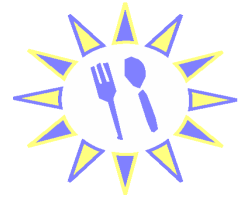


Resources



- USDA Food and Nutrition Service Summer Food Service Program 2012 Handbooks
 - <http://www.fns.usda.gov/cnd/summer/library/handbooks.html>
 - South Dakota Department of Education - Child and Adult Nutrition Services Summer Food Service Program, 800 Governors Drive, Pierre, SD 57501-2294
 - <http://doe.sd.gov/cans/sfsp.asp>
- US Department of Agriculture Summer Food Service Program
- <http://www.fns.usda.gov/cnd/summer/>
 - US 2010 Census- South Dakota
 - <http://quickfacts.census.gov/qfd/states/46000.html>

QUESTIONS?



- Agreement, reviews, operation: Contact Julie McCord at 605-773-3110 or julie.mccord@state.sd.us.
- USDA Foods/Commodities: Mark Moen at 605-773-4769 or mark.moen@state.sd.us



Thank you for your participation!

Contact your SFSP State Agency!

